

JOB DESCRIPTION

POST TITLE:	Deputy Trust Estates Manager
GRADE:	10
HOURS OF WORK:	37 hours per week, 52 weeks
RESPONSIBLE TO:	Trust Estates Manager
RESPONSIBLE FOR:	Site Manager Site Officers Assistant Site Officers Cleaning Staff

PURPOSE OF THE JOB:

To assist the Trust Estates Manager in all aspects of the day-to-day operational management of the schools within the trust. The post holder will support the Trust Estates Manager to ensure that the schools in the Trust are well-maintained, safe and secure for all users. The Deputy Trust Estates Manager will ensure high standards of site supervision and effective use of resources to enhance the learning environment for students and staff, and to be leased for community use. In the absence of the Trust Estates Manager the Deputy Trust Estates Manager will assume responsibility for the role.

SCHOOLS WITHIN TRUST:

1. Hampton College Secondary Phase (1200 students)
2. Hampton College Primary Phase (420 students)
3. Hampton Gardens Secondary School (1200 students)
4. Hampton Lakes Primary School (450 students)
5. Dogsthorpe Infant School (270 students)
6. Great Haddon Primary (Opening September 2026)

MAIN RESPONSIBILITIES:

1. Working with the Trust Estates Manager to provide operational, administration, organisation and planning of daily site maintenance, security, health and safety and cleaning routines across all schools.
2. Supervision of, and liaison with, contractors for day-to-day work.
3. Work alongside the Trust Estates Manager, manage the awareness of and then adherence to, current Health and Safety legislation and approved codes of practice by all staff.
4. Assist the Trust Estates Manager in the deployment of Trust site staff, in order to ensure appropriate levels of cover (especially during evenings, weekends and holiday periods).
5. Reporting to the Trust Estates Manager, lead on the day-to-day Health & Safety for the trust ensuring that all schools meet the requirements as set by the HSE.

Main Duties & Accountabilities:

Management and Supervision

1. Monitor the condition of Trust buildings and grounds to ensure that appropriate standards are achieved.
2. Manage and monitor all contractors that are undertaking work in school premises and grounds.
3. Plan and direct the work of site staff and cleaning teams.
4. Support the Trust Estates Manager in the management of site staff to maintain effective working relationships, to ensure good timekeeping, dealing with grievances and problems and ensuring work schedules and standards are maintained. Take direct responsibility for the team in the absence of the Trust Estates Manager.
5. Ensure effective risk management relating to the Trust buildings and grounds, to ensure that students, staff and other users have a healthy and safe facility to use. Responsible for completing and updating risk assessments for all site and grounds related areas and functions.
6. Know about risk management assessment tools and how to use them to establish hazards within the school and the associated risk involved.
7. Assist the Trust Estates Manager to undertake the Performance Management reviews for all site and cleaning staff, identifying individual and team training needs and support team development.
8. Monitoring performance of site and cleaning contract staff against agreed targets and addressing any identified issues.
9. Take a lead role in Health and Safety across the trust, working with the Trust Estates Manager to undertake internal audits and inspections to ensure that all areas of the trust are conforming to currently legislation as set out by the HSE.

Site Management and Maintenance

1. To provide and manage a team of staff in order to offer the trust operational support and offer advice and guidance where required.
2. Work alongside the Trust Estates Manager to maintain a schedule of works to ensure that the Trust sites are kept operational, prioritising work as appropriate.
3. Manage and carry out where necessary maintenance and repairs to the property, fixtures, fittings and furniture, improvement jobs and internal decorating, where such work is within the capabilities of a competent person.
4. Obtain quotes from third party contractor prior to instructing them to undertake the work. Ensure that quotations are obtained in line with school financial procedures, secure funding in advance of work proceeding and ensure the principles of Best Value have been applied.
5. Manage the inspections, testing and maintenance of all buildings and services throughout the Trust to ensure statutory compliance.
6. Assist the Trust Estates Manager in managing the day-to-day management and operation of the joint use contract with PCC and Vivacity.
7. Maintain a file of all work undertaken by third party contractors to include:
 - Specification
 - Quotes - both successful and unsuccessful
 - Method statements and risk assessments forwarded by the contractor to cover the specified work (some of these may be generic)
 - Copies of the signing-in log and Asbestos Register review
 - Copies of all permits to work

8. Ensure that all work is signed off on completion, identifying any areas of concern, and managing the contractor until the work is completely satisfactory.
9. Liaise with the grounds maintenance contractor to ensure that contractual obligations are met including the maintaining of all grass, beds and borders and all requirements relating to the sports facilities.
10. Formulate and maintain an up to date a reference library of plans, servicing schedules, statutory testing regimes and other data relating to the site and its infrastructure.
11. Monitor, check and record energy and water consumption to ensure efficiency.
12. Undertake regular checks of all M&E services, machinery and plant to ensure equipment is fully operational and compliant with statutory requirements.
13. Working with school site teams, manage the preparation of the site for school and after school activities, clearing and (in specific circumstances) cleaning up after these activities within the normal hours of work including lettings and community use in these hours.
14. Ensure the site staff are keeping appropriate stock levels of all cleaning products including soap, toilet rolls and sanitary goods are held at all times.
15. To investigate site related issues and failures and create solutions that offer the best value to the trust.

Security and Emergencies

1. Ensure that the school is unlocked and ready for each working day and for community use outside school working hours, and that areas are secured when not in use
2. General site supervision, including prevention of trespass, ensuring unauthorised parking does not occur and ensuring that all Trust sites are safe at all times
3. To ensure the schools have a suitable number of keys available and these are stored and recorded correctly.
4. Produce and monitor the supply and use of access cards in all schools.
5. Installation and repair of current door access system internally ensuring that the schools are safe and secure for all students and staff.
6. Providing such access to the Trust sites as may be reasonably required outside normal working hours, including access in the event of flood, snow or other similar emergencies
7. Take the lead or work alongside the Trust Estates Manager to deal with, or arrange to be dealt with, all emergency repairs including burst pipes, leaks, flooding, fires and damages as appropriate. Liaise with contractors as necessary.
8. Liaise as necessary with the Emergency Services, including calling the Emergency Services as required.
9. Be prepared to answer calls from monitoring company 24 hours and make decisions as to whether a visit to the property will be required either personally or buy the employed security company or emergency service.

Health and Safety

1. Check site regularly for any potential Health and Safety issues and take corrective action as necessary.
2. Ensure that all statutory and scheduled checks and testing is undertaken and that accurate records of these checks are maintained. These include but are not limited to:
 - Fire Alarm
 - Emergency Lighting
 - Water Temperature

3. Assist in maintain a register of Risk Assessments for operations undertaken by all department teams and ensure a rolling programme of auditing Risk Assessments is implanted to ensure that they remain fit for purpose.
4. Ensure that all staff use equipment in a safe manner and are appropriately trained.
5. Ensure that a register of all hazardous chemicals in use on the site is developed and maintained, and ensure that all staff who use the chemicals are aware of how they should be used and stored.
6. Ensure that copies of the hazard data sheers are available in a central register and at the point of storage.
7. Ensure that any contractors visiting the site are made aware if the school policy in relation to smoking and fire evacuation.
8. Obtain risk assessments and method statements from third party contractors prior to them starting work on site.
9. Operate a permit to work scheme for all contractors and ensure that all contractors are in possession of a permit prior to starting work.
10. Supporting the Trust Estates Manager, take a lead role to manage matters of Health & Safety including statutory inspections, testing and remedial works carried out in accordance with regulations.
11. Work alongside the Trust Estates Manager to manage the process of staff first aid training.
12. Keep up to date with all current health and safety legislation and how this effects the trust.
13. Arrange and conduct all internal department audits offering assistance and advice where necessary.
14. Assist in maintaining the Site relevant risk assessments and policies across the trust.

Additional Responsibilities

1. To ensure that any issues identified as falling under the remit of the Deputy Trust Estates Manager role are satisfactorily resolved whether they are strictly a site-relates matter or not.
2. Attend relevant courses and seek to broaden knowledge and skills relevant to responsibilities in order to support the development of the school.
3. Establish and maintain good relationships will all stakeholders in order to promote the objectives of the school.
4. To undertake specific tasks as identified by the Trust Estates Manager and / or Director of Finance & Resources as and when required.
5. To have a good general knowledge of Mechanical and Electrical services around the trust enabling informed decisions to be made in the best interest of the trust.

This job description will be reviewed periodically.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Hampton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

PERSON SPECIFICATION: Deputy Trust Estates Manager

Criteria	Essential	Desirable
Educational Qualifications	➤ Good educational background with a minimum of A level (or equivalent) qualifications	➤ Accredited Management Training or evidence of relevant professional development ➤ IOSH Qualification ➤ Educated to Degree Level
Experience	➤ Previous experience in a related field ➤ Experience of leading and managing a team ➤ Experience of working with contractors and managing external works ➤ Experience of organising own workload and assisting others ➤ Up-to-date knowledge of Health & Safety legislation & COSHH regulations	➤ Specific site related experience in a school/college ➤ Experience of working with young people ➤ Experience of managing building or site related projects
Skills/Abilities	➤ Ability to lead, manage and motivate a team of staff. ➤ Ability to manage own time effectively and demonstrate initiative including establishing procedures and prioritising site team work load and meeting deadlines. ➤ Ability to carry out general maintenance and repair work to a high standard ➤ Ability to adhere to working procedures and policies within the school environment. ➤ Ability to work under pressure ➤ Ability to communicate with people at all levels ➤ Excellent interpersonal skills ➤ Excellent ICT skills - fully conversant with Internet and Email	

	➤ Ability to remain calm in emergency situations ➤ Ability to work on own initiative and as part of a team ➤ Ability to think on your feet and create solution to new problems ➤ Ability to perform the physical tasks required in the post, including lifting, carrying and pushing various equipment. ➤ Display a conscientious and logical approach to the variety of tasks necessary to under the role. ➤ Ability to undertake a range of administrative tasks ➤ Ability to work well with contractors and other stakeholders	
Knowledge and Understanding	➤ Knowledge and understanding of a range of building systems, eg heating, security, etc ➤ Knowledge of statutory and preventative maintenance tests and checks ➤ Good knowledge of Health & Safety issues relevant to the post including statutory requirements and COSHH ➤ Knowledge of good security practices ➤ An ability to undertake risk assessments in relation to site functions ➤ Ability to learn and understand new and existing systems.	➤ Understanding of the context in which schools are working ➤ Working knowledge of Mechanical and Electrical systems enabling trouble shooting and problem solving.
Other Requirements	➤ Flexibility and a willingness to work overtime when required to meet the requirements of the school ➤ Good physical fitness ➤ Tact & Diplomacy ➤ Willingness to be on call for emergency situations or work replated staff assistance. ➤ Willingness to undertake training, as required	

	➤ Willingness to take a full and active role in Trust life ➤ Willingness to travel between schools to deal with issues or assist other team members.	
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